



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: October 25, 2022

TO: Honorable Mayor and Members of the City Council

FROM: Jovan D. Grogan, City Manager

PREPARED BY: Jennifer Dianos, Assistant to the City Manager

SUBJECT: Approve City of San Bruno Response Letter to the San Mateo County Civil Grand Jury Report "A Delicate Balance between Knowledge and Power: Government Transparency and the Public's Right to Know"

BACKGROUND: On August 9, 2022, the San Mateo County Civil Grand Jury released a report entitled "A Delicate Balance between Knowledge and Power: Government Transparency and the Public's Right to Know." The purpose of the report is to determine how cities in San Mateo County meet the requirements of the California Public Records Act (CPRA). Within the report, the Grand Jury developed five total findings and five total recommendations. The City of San Bruno is required to respond to findings numbered three and five, and recommendations numbered two, three, and four.

The City of San Bruno's responses to its allocated findings and recommendations are to be submitted to the Grand Jury no later than ninety days following the issuance of the report, which is no later than November 9, 2022.

DISCUSSION: The Grand Jury report includes two findings and three recommendations allocated to the City of San Bruno. The City of San Bruno is required to respond to each allocated finding and recommendation. The findings include observations related to the public's online access to records, including webpage navigation and ease of use. The recommendations include options for City staff to better facilitate record management practices and responses to CPRA requests.

Staff has reviewed the findings and recommendations and has prepared a response letter for City Council approval, attached to this report. In summary, staff has a basis to both disagree and partially disagree with the findings listed within the report, as provided within the response letter. However, Staff agrees with all report recommendations, one of which has already been implemented.

FISCAL IMPACT: There is no new fiscal impact associated with preparing this response to the Grand Jury Report. Prospective costs associated with record management practices or the purchase of commercially available public records request software will be included during the regular annual budgeting process.

ENVIRONMENTAL IMPACT: There is no environmental impact. The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION: Approve City of San Bruno Response Letter to the San Mateo County Civil Grand Jury Report "A Delicate Balance between Knowledge and Power: Government Transparency and the Public's Right to Know."

ALTERNATIVES: The City of San Bruno is required to respond to the Grand Jury Report by November 9, 2022.

ATTACHMENTS:

1. Response of the City of San Bruno to the San Mateo County Civil Grand Jury Report
2. San Mateo County Civil Grand Jury Report